



Finance/Budget Analyst

Job Description

Department: Clerk/Auditor
Position: Career Service
Grade: 509
Supervisory: No
Reports to: Director of Financial Services or
Budget Manager

Summary

Under direction of either the Director of Financial Services or Budget Manager, performs advanced fiscal/budget analyses in a multi-fund and multi-account environment.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform complex analyses utilizing appropriate data including capital improvement programs, annual budgets, budget administration, and debt management; prepare appropriate documentation; perform finance and accounting assignments.
2. Analyze journal entries, transactions, and accounts impacting financial statements and the budget; verify accuracy; document findings.
3. Prepare periodic financial reports and other special reports required for federal, state, and internal purposes.
4. Prepare finance, accounting, budget, capital, and operating budgets, forecasts, and reports; work with external auditors, internal auditors, professionals, and experts during the audit process.
5. Perform research and conduct studies as needed; provide relevant recommendations to management.
6. Provide support to departments utilizing grant funding; assist with processing; maintain appropriate forms.
7. Perform functions of the Budget Manager as needed, with appropriate authorization.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles, particularly as applied to governmental accounting and financial reporting
- Knowledge of federal, state, and local laws, rules, and regulations governing budgetary and fiscal policies and contract procedures of County government
- Knowledge of highly complex automated financial management systems in a large multi-fund environment

For Office Use Only

Job Code: 2228
Job Title: Finance/Budget Analyst
FLSA: Non-Exempt
Effective Date: 9/14/2020
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

- Skilled in applying financial knowledge to statistical data analysis
- Skilled in using computer hardware and software for word processing, spreadsheets, presentations, databases, and email
- Ability to administer a coordinated system of budgetary reporting and compliance to meet regulatory requirements and the needs of internal and external interests
- Ability to comprehend complex finance and accounting data, finance policies, procedures, matters, and related information
- Ability to communicate ideas, findings, and recommendations in a clear, concise manner verbally and in writing
- Ability to prepare account analyses and reconciliations and determine appropriate courses of action to resolve finance and accounting issues
- Ability to establish and maintain effective working relationships with the public and other County employees
- Ability to work effectively under stress
- Ability to maintain confidentiality

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an office, library, computer room, or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations including contact with co-workers and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The incumbent may be required to drive Utah County owned vehicles while conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk and is regularly required to stand, walk, talk, and hear. The employee can expect to work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, the ability to adjust focus, and to distinguish between shades of color. The employee is occasionally required to lift, carry, push, pull, or otherwise move objects weighing up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

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Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Accounting, Finance, Business Administration, or closely related field.
2. Two (2) years of professional experience in an environment with highly automated, computerized, system accounting work.

Preferred Education and Experience

1. Preference may be given to individuals with governmental work experience.
2. Preference may be given to individuals with relevant certifications including, but not limited to:
 - a. Certified Public Accountant (CPA)
 - b. Certified Government Financial Manager (CGFM)
 - c. Certified Management Accountant (CMA)
 - d. Certified Internal Auditor (CIA)
 - e. Certified Fraud Examiner (CFE)
 - f. Certified Government Auditing Professional (CGAP)
 - g. Certified Public Finance Officer (CPFO)
 - h. Certified Information Systems Auditor (CISA).

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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